



MERIT PROMOTION JOB OPPORTUNITY

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Announcement Number: 06-531
Position Title: **Head Offset Pressperson-In-Charge**
Series and Grade: KM-4417-00
Salary Range: \$29.14 - \$36.43 PH Plus 10% Night Rate
Promotion Potential: None
Opening Date: 09/21/06
Closing Date: 10/04/06
Location of Position: Plant Operations, Press Division,
Postal Card Section, Washington, DC
Number of Openings: One
Type of Appointment: Permanent (Career OR Career-Conditional)
Work Schedule: Full-time (Shift 3, 11:30 p.m. - 8:00 a.m.)
Who May Apply: All U.S. Citizens

MAJOR DUTIES:

The primary responsibility of the incumbent includes the set-up, adjustment, operation, and maintenance of five and six-color sheet-fed offset presses and screen printing presses, printing assigned work according to specifications, and assigning work to the press crew. Reads press statements and work jackets to determine status and specifications of the job(s) to be printed. Examines plates and screens for obvious defects. Measures and marks plates. Uses a micrometer to make sure press is packed properly. Adjusts ink and water, and makes adjustments to press to ensure proper register. Ensures that required quality levels are met or exceeded, while maintaining established production standards. Inspects and adjusts rollers as needed, and changes diameters on plate and blanket cylinders. Sets slitters, if necessary. Folds and paginates sheets, and sends line up to Reviser. Oversees and works with crew to secure press. Ensures that all safety devices and procedures applicable to the press assigned, are followed. Makes constant inspection of work and press run to ensure sheets and work are staying in register. Performs other related duties as assigned.

QUALIFICATIONS NEEDED:

Applicants must meet the following screen out element to be considered eligible for this position: ***Ability to do the work of a Head Offset Pressperson-In-Charge with normal supervision.*** To meet this screen out, applicants must have completed a formal, recognized apprenticeship or possess substantially equivalent practical experience in the offset press trade. Additionally, applicants must have subsequent journeyman experience which included setting up, operating, adjusting, troubleshooting, and maintaining multi-color sheet-fed offset presses and screen printing presses; print processing work that involves tight registrations and high quality levels; and reading and interpreting specifications.

NOTE: A Secret clearance is required for this position. Selectees unable to obtain the level of clearance required in a position will be terminated.

HOW YOU WILL BE EVALUATED:

Your overall background of experience, education and training will be evaluated to determine to what degree you possess the knowledges, skills, and abilities (KSA) listed in the job elements below. Your

narrative responses should explain how your experience, education, and training demonstrate that you possess each KSA. When responding to the job elements, please be sure to explain how often you used the skills, the complexity of the knowledge you possess, and provide examples of problems you have handled and the results that were achieved. Please limit your narrative response statements to one page per job element.

Job Elements for this position:

1. Ability to do the work of a Head Offset Pressperson-In-Charge with normal supervision (**SCREEN OUT**). Describe experience and training you have had that demonstrates your ability to work independently as a Head Offset Pressperson in relation to multi-color sheet fed, and screen printing presses. Please give specific examples detailing the kinds of instructions you receive (d) from your supervisor in performing pressperson duties.
2. Skill in setting-up, operating, adjusting, troubleshooting, and maintaining multi-color sheet-fed, and screen printing presses.
3. Ability to print process and inspect work that involves tight registrations and high quality levels (e.g. Quality Level I).
4. Ability to read and interpret press statements and work jacket specifications.
5. Ability to paginate, make folds, perforate, slit, score, use a micrometer; and select from various paper stocks and printing inks.

HOW TO APPLY:

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

Step 1: Complete a resume or an Optional Form 612 “Optional Application for Federal Employment” (OF-612). The OF-612 is available electronically at http://www.opm.gov/forms/pdf_fill/of612.pdf. If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf.

Step 2: Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal. Employees may obtain a copy of their SF-50 and Performance Appraisal from the Human Capital Business Center in Room C-106.

Step 3: Prepare separate narrative responses to each of the job elements listed in this announcement.

Applications will be accepted from both status and non-status candidates. Status candidates who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete applications. When only one (1) application is received, it will be considered under merit promotion procedures only.

Step 4: Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO. If sending an application via email, you must include the vacancy announcement number in the subject line and fax/mail all additional documentation by the closing date.

Send Your Complete Application Package to:

Application Processing, STP: HCD
U.S. Government Printing Office
732 N. Capitol Street, NW
Washington, DC 20401
FAX: (202) 512-1292
Email: applicationprocessing@gpo.gov

For Additional Information Please Contact:

HR Operations
Valerie J. Tripp
Phone: (202) 512-1178
TDD: (202) 512-1519

Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.

Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.

PRE-EMPLOYMENT CONSIDERATIONS:

Selectees must successfully pass a drug test, physical, strength test, and background check before appointment.

GPO will not pay relocation costs.

BENEFITS:

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your and your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, and retirement savings plans. For more information about these benefits, please visit <http://www.usajobs.opm.gov/ei61.asp>.

GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.

GPO is an equal employment opportunity employer.